

APPLICATION FOR RECORDS DISPOSITION STANDARD

3012 (3/76)

INSTRUCTIONS: Prep	pare in duplicate and forward to the Records I	Management	Analyst, Manageme	nt Systems D	ivision
	ision & Administering Office Address		FOR RECORDS MA	NAGEMENT (DIVISION USE
Department of			Date Received	Application !	No. Date Completed
	anagement Systems	•	JAN 2 4 1983	93-	35 FEB 17 1000
401 W. Peachtr		,			
2200 Peachtree	<u>-</u>		1. Application	2. UH	pt. Application No.
Atlanta, Georg	gla 30305	}	1		
4. Person to Contact		5. Working	<u>l</u> Title		6. Telephone Number
Frank Bates/Da	avid Goglia	1	of DPO	•	586-5256
7. Action Requested		**>) <u> </u>		300 022
1 0	ion Schedule; record will continue to accumulate.				
1	nt accumulation; no further accumulation anticipates	d.	•		
c. 🗆 Amend Application			ange; 🔲 Supercede;	□ Void	
8. Dates of Series	9. Records Series Title (followed by title	used in office;	; if different)		
Earliest Latest		_	1		
1982 Prese					1
10. Division and Office Fund	of Management Systems is 1	d the Office in	which this record serie	is is created?	-7-manh and
	the Authority's management ms. The Division is also n				
	d related support services				
	anagement, and methods and				
1 ·	ective systems and compute	_			
administration	n, and maintenance of effe	ective	information	, plann	ing, and
control system	ms, providing guidance and	d advic	e to manage	ment; a	nd recom-
mending, as ne	ecessary, the use of autor	mated e	quipment in	Author	ity operations.
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11. Record Series Description	Attach samples of the file.	١.		•	
Documents relating to:	the verification of perfe				
	required specifications				
	automated equipment.		_		<u>.</u>
Included are:	computer benchmarks on p	rintout	paper and	other s	upportive
	documents as compiled by				
	or provided by the propos				
	automated equipmentto		=	e Timir	ed to, both
	computer and word process	Siny na	raware.		•
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	_	•		-• , ,	7
File is arranged:	By calendar year, in alp	habetic	al order, 1	ndicati	ng vendor
	involved in the procurement	ent.			
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12. Monthly Reference Rate	How often are records referred to which are:	· · · · · · · · · · · · · · · · · · ·			
One to six months old	; Seven to twelve months old	i	Thirteen to twenty-fou	r months old_	•
twenty-five months and o				JI (troutering and a	,
13. Annual Rate of Accumula		·			
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	*	_			

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15. Retention Requirements The following requires the series to be kept: printout) s. State Law years. d. Audit period year. e. Administrative need years. f. Federal retention instructions Veat Attach copy or excert of laws or regulations. Explain administrative need. If Calendar Year. If Calendar Year: If Transfer to local highding area; hold Year(s); then Transfer to Gabe Records Center; hold Other (Specify) These instructions apply to all prior and future incumulations of the series If Calendar Year: If Transfer to State Archives for permanent retention. If Transfer to State Archives for permanent of the series. If Transfer to State Archives for permanent retention. If Transfer to State Archives for permanent Peoports Management Officer Approved Department Records Management Officer Date Approved Department Records Management Officer Date Approved Department Archives and History Date Ap		X	i. Is this series (or a major g	prtion of it) regularly microf	ilmed?		
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b. Statute of limitation	15. F	Retentio	on Requirements	The following requ	ires the series to be kept:		
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